

NOTIFICATION OF VACANCY

**HOUSING PROGRAM ADMINISTRATOR
(Program Administration Specialist II)**

POSITION # 00311R(RESTRICTED)

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

SALARY RANGE:

\$36,766 - \$50,000 Annually

DUTIES AND RESPONSIBILITIES: The Department of Housing and Community Development is seeking a Program Administrator within the Division of Housing to administer the federally funded Virginia Lead Safe Homes Program, which will reduce residential lead based-paint hazards in targeted Virginia localities. This position will provide technical assistance to each sub-grantee or contractor and coordinate the sub-grantee activities to ensure that they complete the milestones and objectives that are included in the approved project work plan, complete all established project benchmarks within 36-months, and complete all required grant activities within the grant budget. The position will also conduct site visits and conduct compliance monitoring, develop programmatic guidelines and manuals, assist a review and revision of the program design for future activities, review project financial records, and will establish a record keeping system so that the project files will be available for state and federal audits as required. This position is funded by a federal grant that expires on January 31, 2009, and continuation is dependent upon the availability of funds.

QUALIFICATIONS: Considerable knowledge of Section 1012 and Section 1013 of Title X of the Housing and Community Development Act of 1992. Must have experience in implementing federal grant programs. Strong general knowledge of state and federal housing programs, policies, and regulations. Strong administrative and analytical skills required. Must be able to create and maintain the project files for extended record keeping. Good public presentation skills. Considerable knowledge of housing construction, housing rehabilitation as it relates to the practice of interim control measures to reduce and control the hazards of lead-based paint. Good overall computer skills are necessary, and familiarity with Microsoft Excel or Access is preferred. Must possess excellent written and oral communication skills. Must be licensed or must be eligible to become licensed as a Lead Risk Assessor/Inspector or Supervisor. Graduation from a college or university with a degree in Planning, Public Administration, Business Administration, or an equivalent combination of training. Frequent overnight and periodic travel is required. Valid VA driver's license required.

TO BE CONSIDERED FOR THIS POSITION, A COMPLETED STATE APPLICATION FOR EMPLOYMENT MUST BE RECEIVED AT THE ADDRESS BELOW BY NOVEMBER 18, 2005, FRIDAY BY 5:00 P.M.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
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